



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Board of Public Works	<b>Date:</b> 2/7/2019
<b>Common Council Item Number:</b> ID 19-0094	<b>Date:</b> 2/21/19
<b>Submitted By:</b> Fred Abadi, Director of Public Works	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Review and act on the contract for the 2019-2020 Construction Site Representation for Private Development Construction, approve the creation of the Private Development Construction Services Special Revenue Fund and Amend the Budget as presented. (Ayres, Graef, and Sigma)	

**Details:**

Construction Site Representation will be needed on Private Development construction projects for construction oversight and site representation in lieu of City Staff. Construction oversight is required when a private development constructs new public infrastructure such as new sanitary, storm sewer and roadways. Following Section 7 of the City of Waukesha Development handbook, the Department of Public Works intends on providing to Private Developers a list of qualified consultants and their billing rates for this construction monitoring.

The Engineering Division solicited for proposals from 11 consultants on January 3, 2019, and 7 consultants responded by the deadline of February 1, 2019, returning proposals. The Department recommends listing Ayres Associates, Graef and Sigma Group, as qualified firms for this work as they have the required qualified professionals and have provided acceptable hourly rates.

**Options & Alternatives:**

Other Consultants could be considered for these projects, but Consultants will need to be qualified and independent of any interest in the Private Development.

**Financial Remarks:**

When a Private Development requires the installation of new public infrastructure, the work requires City oversight. Prior to construction starting, the City will collect funds from the Developer to pay for the Consultant construction oversight of the project according to Section 7 of the City of Waukesha Development Handbook.

The expenses related to this work are variable and unique to each project and dependent on the type and amount of Private Development that occurs. A small project may cost \$500 and a large project (new subdivision) may cost \$45,000.



The nature of the revenues coming from the Developer qualify it for a Special Revenue Fund which allows the City to pay the Consultant not out of the General Fund. The Common Council should authorize the creation of this Special Revenue Fund. This will allow the City to avoid being adversely effected by the variable expenditures.

The anticipated cost for 2019 is \$150,000.

Account Breakdown:

Revenue: 0232.3291.45320 - \$150,000

Expense: 0232.3291.52190 - \$150,000

**Executive Recommendation:**

Recommend approval of the hourly wages in the attached proposals and to contract with Ayres Associates, Graef and the Sigma Group for 2019-2020 Construction Site Representation for Private Development construction, approve the creation of the Private Development Construction Services Special Revenue Fund and Amend the Budget as presented.